

Housing Authority of the City of Daytona Beach

November 21, 2023, Board Meeting 10:00 a.m.

I. Call to Order - Meeting called to order by Chair Kelvin Daniels.

II. Roll Call - Commissioners Sally Jass, Kelvin Daniels, Kim Brown-Crawford, and Irma Brown Jamison were present for roll call. Commissioner Sandy Murphy did not attend.

III. Invocation - Invocation by Brown-Crawford.

IV. Employee Recognition - Venkisha Haynes thanked her team for their outstanding job on SEMAP. Daniels commented that the department raised its score by 20 points and that the Board appreciates the good work. At 10:06 a.m., CEO Woodyard asked for the Commission to tour the newly renovated 2nd-floor HCV offices. Attorney Gilmore reminded the Commissioners not to discuss any business during the tour. At 10:11 a.m., the commissioners returned.

V. Recognition of Visitors - None.

VI. Public Comments (limited to 3 minutes each) - None.

VII. Approval of Minutes -

1. **Regular Board Meeting - October 20, 2023 - Commissioners**

Present: Daniels, Jamison, Murphy, Jass. Commissioner

absent: Brown-Crawford. - Motion by Jamison. 2nd by Jass.

Passed unanimously.

VIII. Changes to the Agenda - CEO Woodyard said that last month's resolution to approve purchasing the partnership from the tax-credit properties at a cost in excess of \$30,865.00 is instead \$6,000.00, as the banks are realizing there is no equity in the properties. He asked for a motion to amend Resolution 2024-04 authorizing the acquisition of the Limited Partners' interests in Pine Haven Apartments, for a total sum of \$6,000.00, with an estimated effective date of January 1, 2024. Commissioner Jamison asked for clarification about whether \$6,000.00 was being added to the \$30,865.00 and Commissioner Daniels confirmed that the sum total is \$6,000.00. Attorney Gilmore asked that the explanation be included on the record as to why the amount was reduced from \$30,865.00 to \$6,000.00. Motion by Daniels. 2nd by Jamison. Passed unanimously.

IX. Discussion - Daniels asked when the Authority intends to assume management of the tax-credit properties from Stephenson & Moore. CEO Woodyard estimated sometime in February, saying that it has been a bumpy ride with the Yardi systems not being able to be linked between the Authority and Stephenson & Moore. CEO Woodyard said that Stephenson and Moore has not been able to enter PIC data, information about families, their income, and that kind of stuff, into Yardi. He said that the former management company, Picerne, never trained their staff to enter the data into PIC, which drove down the numbers with the HUD

Field Office, and why the public housing team wasn't at ninety percent, like the HCV Department. CEO Woodyard said that the Stephenson & Moore, like the Housing Authority, is also having issues with hiring people. Daniels said he would like it if residents were hired, that working where they lived might encourage them to clean up the areas a little better. CEO Woodyard said that is an excellent idea, and he told the Board that he and the Resident Services Team are working on the Resident Services Business Plan, and that he is glad that the Board recognizes the opportunity there. Commissioner Jass said that she can remember that when people used to be on aid, it wasn't meant to be for a lifetime. CEO Woodyard said that the touchy situation with this is that now incentives are required, that housekeeping training has to be provided. He said he wonders why are our families, our brothers and sisters, cousins, nephews, uncles, aunts, viewing where they live now, a government-created community, as their forever home. Commissioner Brown-Crawford asked whether HUD has placed time limits on families living in public housing. She said there should be some type of steps, helping families to move out of public housing. I think we handicap them sometimes, she said, providing no incentive to move out of public housing. CEO Woodyard said that the Authority needs wrap-around services to encourage tenants to move out of public housing.

X. Consent Agenda - (Consent agenda items are not expected to require review or discussion. Items will be enacted by a single motion. If discussion is desired by a member of the Board, then that item will be considered separately). -
None.

XI. Real Estate Development - CEO Woodyard said that he believes that the Agency will step back on Smith & Henzy being the developer for the Brentwood community. The developer for Brentwood needs to be a part of the Choice Neighborhood process. It will be a place where people who have moved out of midtown move to instead. CEO Woodyard said that his plan now, and the way the RFQ is structured, is that Smith & Henzy, depending on how the Agency negotiates with them, will be the RAD Developer for the tax-credit projects. He said that the Agency has to do a RAD development to convert the tax-credit properties and if the Agency doesn't do that, the tax-credit properties are operating in the red right now, and that they will go into foreclosure and the Agency will lose them. He said that if the properties are converted and make them project-based Section 8, that will be averted. Chair Daniels asked for a timeline of when that will be brought back to the Board. CEO Woodyard said that he's pretty sure that Smith & Henzy wants to do this and that CEO Woodyard will start negotiations with them next week. He said that the real estate attorney should be Saxon Gilmore, that he doesn't

agree with the need to go out and compete for another attorney. Commissioner Brown-Crawford asked if CEO Woodyard meant first quarter. CEO Woodyard said that it's possible.

CEO Woodyard told the Board that the Agency is about to market the Business Park property, but that he'd love to do an off-market deal with them. He said there are a couple of choices, which include hiring a real estate broker, or do an RFP, a bid process. CEO Woodyard said that because of the Agency's relationship with the City and the Deputy City Manager, the Agency reached out to the real estate arm at the speedway, the France group. CEO Woodyard said that the Agency's property adjoins property that the France organization owns, and that backs up to One Daytona. He said that there are plans to expand One Daytona. He said the property has recently been appraised at over eight-hundred-thousand dollars, and that the Agency has just started the process of getting the DOT (Declaration Of Trust) off of the property. Commissioner Brown-Crawford said that the Agency shouldn't just give away the property. Chair Daniels asked if Board action is required. CEO Woodyard said that he's not asking for action at this point.

XII. 10:35 a.m. Business Action Items

- 1. Resolution 2024-07 to enter into contracts with Bessolo Design Group and GLE Associates for the completion of their current task-order work assignments. - Development**

Director Kara Lennard explained that the Agency has reached the end of the renewal period for both GLE and Bessolo and that there are still outstanding task orders that need to be completed with both firms. She said this is a sole-source procurement, HUD-approved, which allows for the Agency to move forward with the firms completing the work already in progress. In the meantime, the RFQ for engineering services is in progress, and once that's done, a resolution with the newly selected architectural and engineering firm, will be presented to the Board for approval. CEO Woodyard said that Bessolo and GLE, at Palmetto Park and Caroline Village, are performing public-safety work. Motion by Brown-Crawford. 2nd by Jass. Passed unanimously.

XIII. Old Business Items - Attorney Ric Gilmore informed the Board that there was a finding of no reasonable cause concerning a complaint by a former employee, so the matter is closed.

XIV. Monthly Performance -

1. Customer Satisfaction

2. Housing Solutions -

a. Public Housing Reports

i. Northwood Village, Walnut Oak; Northwood II -

Caroline Village and Palmetto Park Property Manager Yvonne Gonzalez gave the reports for Senior Property Manager

Sherley Roman. She said that she and Ms. Roman are working on their ledgers, working with the tenants, doing repayment agreements whenever possible. She said that the waiting lists have been merged, that she is also working on the waiting list herself, and that they have been calling people in for interviews. She said that there are 216 maintenance work orders completed in the last 30 days.

ii. **Caroline Village, Palmetto Park** - Ms. Gonzalez said that 50 people have been scheduled for interviews, that 40 have been interviewed, that there have been 19 no-shows, no calls, and that three people are not interested and that some that they have been working on re-schedules. She said that she has sent Ms. Roman three files for one bedrooms at Northwood Village. Ms. Gonzalez said that it has been kind of slow, that a lot of folks are not responding and that the ones who are being processed are not passing the background checks and criminal checks. She said that they're making some accomplishment, that they're further than they were before. Commissioner Brown-Crawford asked what Ms. Gonzalez meant by the people not being interested. Ms. Gonzalez said that the applicants are not interested in living at Palmetto Park or Caroline Village. Ms. Gonzalez listed the amount of money past due at each property and said that no repayment agreements were made at

either property this month. She said seven non-payment notices were sent and that the team is working with legal on those and one family is facing eviction for criminal activity. Ms. Gonzalez said that lighting improvements at Palmetto Park have resumed. She said that 17 units are occupied at Caroline Village. She said that the selection process has begun at both Palmetto Park and Caroline Village. There are 18 vacant units at Caroline Village and 19 vacant units at Palmetto Park, of which four applicants have been selected. CEO Woodyard said the other units are offline due to hurricane disaster. He said that he wanted to discuss public safety a little bit because there was a break-in issue - even with the units being boarded up, with special locks - at Caroline Village and Palmetto Park and that the stoves and refrigerators are being removed and put into storage. Chair Daniels asked about putting in special night-vision cameras. CEO Woodyard said there are cameras, just not state-of-the-art systems since the cameras are expensive and the Agency is moving toward repositioning those properties. CEO Woodyard said that the Agency has done its part and that he wants the police department to know they can come out and do what the Agency needs them to do because the Agency has done its part, that it has removed the refrigerators and stoves. Ms. Gonzalez said

that private security is doing its part by walking the property and that criminals are still breaking into the units. Chair Daniels said that in order to protect the assets in the meantime, that the cameras may need to be installed temporarily. CEO Woodyard reiterated that there are cameras. Attorney Gilmore stated that the Agency's relationship with the police department is good and that the police department may be able to loan some of their cameras temporarily. Commissioner Jamison mentioned Ring doorbell cameras and asked if the police department could offer those. Commissioner Daniels said that the criminals are going into the vacant units, not the 17 occupied units, so the Ring doorbell cameras would not be as helpful. Commissioner Jamison asked when the schedule for tenants being re-screened. Ms. Gonzalez said that whenever there is a change in the household, that the tenants are supposed to provide the updates. Commissioner Jamison asked whether a person could wind up living in public housing, making a \$100,000, so long as they don't report it. Ms. Gonzalez said that's true, if the tenant doesn't report it and the staff doesn't catch it. CEO Woodyard said that there's an EIV (Employment Income Verification) that HUD uses to check incomes. He said that the Agency regularly checks the system and check incomes. Chair Daniels asked about the

waiting lists being merged. CEO Woodyard and Ms. Gonzalez confirmed that people are being pulled from the wait list. Commissioner Jamison asked if someone refuses then they're off the waiting list. Ms. Gonzalez confirmed. Commissioner Brown-Crawford mentioned a resident who has been waiting two or three years for a three-bedroom. Ms. Gonzalez said that it depends on the situation with the resident. Commissioner Brown-Crawford said that she will talk off-line with Director Woodyard. She said that it's a big concern because it's court-ordered and if there are 19 vacancies, she's not sure why the resident isn't there yet. Commissioner Daniels asked CEO Woodyard to expedite this. CEO Woodyard said the waiting list issue is resolved now and that people are being pulled from the waiting list.

b. **Housing Choice Voucher Report** - Report given by Housing Choice Voucher Program Manager, Venkisha Haynes. She said that the department doesn't have a lot to report this month other than attending the two-day Orlando Bootcamp with the VA, where they worked with the VA and other Housing Authorities to try to get more veterans on the program. Ms. Haynes said that on Oct. 26, her department pulled 500 applicants, of which 46 applicants responded by last week's due date. She said the next step will be to send a second notice to those families to try to

get more people on their program. She said the department's goal is to clean out the entire waiting list by Dec. 31 so that the department can open the waiting list in February 2024. Ms. Haynes said that the department continues to audit files and get them ready for the auditors coming around March. She said the PIC score remains over 90 percent, which means the department is processing 58s and reporting to HUD timely. She said that the department is caught up on recertifications, that two new staff members have been hired, and that the HCV Department has moved into its 2nd-floor space. Chair Daniels commented that the department completed 100 of 100 recertifications. Ms. Haynes said that the team tries to get the recertifications out quickly and that the cool thing about the system is that the tenants can do them online with Yardi, utilizing Rent Café, to upload their documents and process their recertification, at which time notification is sent to the HCV team. Commissioner Jamison asked why only 46 applicants out of 500 responded to the HCV waiting list opening. Ms. Haynes said that about 20 notices were returned and that the team sent follow-up letters. Ms. Haynes said that she thinks the majority of the letters that were returned were because the applicants did not update their addresses. She said that in addition to the letters, the applicants are

sent emails through Yardi letting them know they've been selected and to contact the Housing Authority. Commissioner Brown-Crawford recommending texting applicants, too, in lieu of mailing letters, which would save money and she believes would increase response. Chair Daniels said that a legal notice is in letter form, not a text. He said that if he puts his name on a waiting list and he has a chance to get housed, he'd be chasing them down not the other way around. Commissioner Jass said that she doesn't understand why people ignore the letters because rents are horrendous.

3. Choice Neighborhood Update. CEO Woodyard told the Board that the Agency has received the money from the federal government and that the Agency is working on getting the money from the City. He said that the Agency thought that Bethune Cookman was going to be a partner to help survey the community residents and analyze the data; however, the Agency may need to identify a different partner. He said the backup is Embry-Riddle and that Daytona State is in there, too. CEO Woodyard said he is going to meet with the City to identify roles.

XV. CEO Evaluation - Attorney Gilmore handed out the compilation sheet to commissioners. He said that, as usual, he does not indicate what commissioners are associated with what scores. He said that if any commissioner wants to get

a copy of the actual completed evaluation forms, with comments, which have been sent to CEO Woodyard, they are available upon request. Attorney Gilmore said that CEO Woodyard's composite score this year is an 8.52 and that last year's was 8.75, in the same ballpark. He said the commission uses this information to determine whether there's any type of increase in salary, or bonus, or other form of remuneration, which is in the Board's purview. CEO Woodyard said that he reviewed the collective scoring and wanted to thank the Board for the opportunity.

XVI. CEO Comments - None.

XVII. Commissioner Comments - Commissioner Jass said that she is very proud to be a commissioner. She said that it really hurts when the manager at the WM at the River says that she is nothing. She said that the residents come to her, that she doesn't go to them. She said they are afraid of retaliation and that the WM at the River has had more evictions in the last four or five months than in the seventeen years she has lived there. Commissioner Jamison said that might not be a bad thing, though. She said that she is proud of the commissioners, that CEO Woodyard has led us forward, and that it is better than before. She said that she watched one of the commissioners drive the former CEO out and that she thinks that the Board respects CEO

Woodyard not just for his knowledge but also how he does things and she said that she's one of the commissioners who asked about the WM. She said that CEO Woodyard let them think that he was inspecting the entire building because there are things that are not up to par. She said that he did it right away, and she thanked him for what he's done. Commissioner Brown-Crawford thanked the Board for a sympathy card, during a difficult time for her family, which has experienced six deaths in the last year. She said that she's going to ditto on Commissioner Jass, that she thinks that the organization is certainly moving forward. She said that she also thinks that the Board has high expectations, high standards, on what we want the Agency to see, to be, not saying that we're not on that track, or whatever. She said that she thinks that the CEO has a good performance and that he shouldn't take one score as to say he's not deserving of a bonus. It's that there's room for improvement with everybody. Every time I sit down with my supervisor she always says She has this, she's doing this, she's doing this, she's doing that, I agree to a certain extent, but I always think there's room for improvements, like Commissioner Jamison said. There should always be something to move forward to, but again, I'm looking forward to another good year, maybe we should have more

good dialog, but see the thing about our Board we can't have one-on-one dialog with our CEO. The commissioners disagreed, with Chair Daniels saying you just can't talk to each other. Commissioner Brown-Crawford echoed you just can't talk to each other. Commissioner Brown-Crawford said that she didn't think it was appropriate to bring certain concerns to the meeting when it's on record, that it's something that should be done individually. She said that she's looking forward to a great 2024. Commissioner Jamison invited the commissioners to a quilt show at the Scarlett-Golden Center. She said that she has three quilts up. She also wished everyone a Happy Thanksgiving and asked if anyone is having peach cobbler to bring her some. Commissioner Brown-Crawford wished the attorney a Happy Birthday and said she and he share a birthday on Saturday. Commissioner Jass said that her birthday is November 27 and that she is going to be 75. Chair Daniels said that the Board is a great Board and mentioned the Affordable Housing article featuring Housing Daytona Beach. He told CEO Woodyard that he's not going to make everybody happy. He said that he defended a client, for free, who got less time, and was still not happy. He told CEO Woodyard to take it with a grain of salt and keep doing the good job that he's doing. Attorney Gilmore wished everyone a safe and

blessed Thanksgiving. He mentioned the Saxon Gilmore 20-year anniversary scholarships for five public housing students to receive \$4,000 scholarships.

XVIII. Adjournment - Meeting adjourned at noon.